

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KANSAS  
MONDAY, NOVEMBER 17, 2014**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, November 17, 2014 at 7:00 p.m. with City Council President, Joe Torske presiding. Councilmember Torske provided the invocation. Council members present were Larry Zimmerman, Clayton Applegate, Chris Hahn, and Jamey Blubaugh.

Also present were: Brian Silcott, City Administrator; Kyler Ludwig, Assistant City Administrator; Teri Laymon, City Clerk; Justin Givens, Community Development Director; Sam Houston, Police Chief; Matt Lawn, City Treasurer; and Harlan Foraker, City Engineer.

**APPROVAL OF THE AGENDA**

**MOTION:** Councilmember *Hahn* moved to approve the agenda. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

**CITIZENS' COMMENTS**

Roy Jones, 109 North Pine spoke positively on the City Snow Removal and thanked all who attended his 60<sup>th</sup> Wedding Anniversary Celebration. When asked what his secret was to such a long marriage, Jones responded "Yes Ma'am".

**CONSENT AGENDA**

The City Clerk submitted for approval, the minutes of the regular meeting dated November 3, 2014, and two lists of accounts payable totaling \$62,632.41.

Laymon stated that there was a correction to the top of page three of the Minutes. The Street Name should be Martens not Martins.

**MOTION:** Councilmember *Blubaugh* moved to approve the consent agenda as amended. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

**SENIOR HOUSING PROPOSAL**

Justin Givens Community Development Director stated that in November of 2013, the Governing Body adopted a resolution of support for a senior housing project adjacent to the current garden homes that Medicalodges operates. Givens said that application was not funded and the previous applicants are creating another application for submittal to the state for tax credits to assist in the building of additional senior housing in Goddard. Based on feedback from the last round of applications it was clear that local support for projects would be needed and just not in the form of a resolution of support.

At the November 3, 2014 meeting, the Governing Body heard a request for a commitment to waive certain fees associated with new construction for a Senior Housing Project. Those fees would have included the waiving of sewer and water tap fees (\$50,000.00) and a waiver of the cities portion of building permit fees (\$6,000).

Givens reviewed additional information on the Senior Housing Tax Credit Program and other incentives that the city has given in the past as requested by the City Council at the November 3, 2014 meeting.

Givens estimated that the project could generate approximately \$8,400 a year in property tax revenue for the city and an additional \$6,000 a year in sewer debt service fees as well as additional sewer and water revenue. Based on the above revenue estimates the city would recapture its initial lost revenue not to mention the additional sales tax revenue that would be generated from the residents as well as increasing population and rooftops with minimal public services expended.

Thereupon, a resolution was presented to the City Council entitled:

**A RESOLUTION EXPRESSING SUPPORT BY THE GOVERNING BODY  
OF THE CITY OF GODDARD, KANSAS FOR THE GODDARD SENIOR  
APARTMENTS, LLC APARTMENT DEVELOPMENT PROJECT**

**MOTION:** Councilmember *Hahn* moved to adopt a resolution of support for the Goddard Senior Apartments as presented. Councilmember *Blubaugh* seconded the motion. The motion carried 4-1 with Councilmember Applegate voting against the resolution.

Thereupon, the Resolution duly passed and the Resolution was then duly numbered Resolution 14-14.

**ADOPT A FISCAL POLICY DOCUMENT**

Brian Silcott stated that over the past decade the City of Goddard has adopted several policies and has undertaken several practices to conform to ICMA (International City/County Management Association) and GFOA (Government Finance Officer Association) best practices and Kansas State Statutes. There are more than 35 best practices related to fiscal policy. The intent of best practices is link the budget to organizational goals and performance; the budget process; and specifics for the operating budget document. Staff presented a detailed review of the document at the November 3 regular meeting.

Silcott presented a proposed Fiscal Policy that assembles into one reference document all of the policies and practices of the City as it relates to budget and finance. Silcott explained that the document itself does not supersede any adopted policy. Silcott said the goal is to present broad goals and statements on financial position as elected officials and staff seek to provide full value for each tax dollar by delivering quality services efficiently and cost-effectively. Preservation of the quality life and the maintenance of our financial resources to sustain a sufficient level of service is essential.

Silcott reviewed the details of the policy, which addresses budget policy, cash and investment policy, capital asset policy, debt management policy, expenditure policy, revenue policy, operating position policy, and requires an annual review.

**MOTION:** Councilmember *Zimmerman* moved to adopt the fiscal policy document as presented. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

### **POSITION DESCRIPTION AND PAY RANGE PLAN**

Kyler Ludwig, Assistant City Administrator presented position descriptions and a pay range plan that was reviewed by the City Council on November 3, 2014. At the November 3, 2014 City Council meeting, staff was asked to revise the City Clerk and the Assistant City Clerk pay range so that the City Clerk's minimum and the Assistant City Clerks maximum did not overlap. Ludwig provided two alternatives to help space out the Clerks' pay as suggested by Council.

**MOTION:** Councilmember *Blubaugh* moved to raise the City Clerk's minimum to \$20.60. The motion failed for lack of a second.

**MOTION:** Councilmember *Applegate* moved to adopt the original position description and pay range plan as presented at the November 3 City Council meeting. Councilmember *Zimmerman* seconded the motion. The motion carried 3-2.

### **ADOPT A MASTER FEE SCHEDULE RESOLUTION**

Teri Laymon, City Clerk stated at the October 6, 2014 City Council Meeting, Staff was directed to draft a resolution establishing a consolidated Master Fee Schedule to assist city staff and the public in quickly locating the appropriate fees. Laymon added that the Master Fee Schedule may be reviewed annually by the City Council as part of the budget process.

Laymon presented a draft resolution establishing a master fee schedule to offset the city's costs of providing selected services.

**MOTION:** Councilmember *Torske* moved to adopt said resolution. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

Thereupon, said Resolution was duly passed and the Resolution was then duly numbered 14-15.

### **ADOPT AN ORDINANCE APPROVING A SPECIAL USE PERMIT FOR A TAVERN ESTABLISHMENT**

Justin Givens stated at the November 13, 2014 meeting the Goddard Planning Commission held a public hearing for a Special Use Permit for a bar/tavern that would be located on lots 13, 14, and 15 of the Casado-Martens Addition. Following the hearing, the Commission made a unanimous recommendation for approval of the Special Use Permit to the Governing Body. Givens said the Planning Commission also recommended the installation of a 6' fence on all three sides of the property that extends to a point equal to the front of the north building line.

Givens said the applicant plans to build a 5,000 square foot bar and grill type business with a full service kitchen and 1,000 square foot meeting and event room. Future phases could include a separate family restaurant that would share a kitchen as well as an independent take-out based storefront.

Discussion ensued regarding the current fencing and or screening on the lots in question and on surrounding lots. The majority of the City Council did not feel it was necessary to fence all three sides of the property.

Thereupon there was submitted to the City Council an ordinance entitled:

**AN ORDINANCE APPROVING A SPECIAL USE TO ESTABLISH A TAVERN IN THE C-2 GENERAL BUSINESS DISTRICT ON CERTAIN PROPERTY LOCATED IN THE CITY OF GODDARD, KANSAS, UNDER THE AUTHORITY GRANTED BY THE ZONING REGULATIONS OF THE CITY.**

**MOTION:** Councilmember *Blubaugh* moved to waive the reading of the Ordinance. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

**MOTION:** Councilmember *Hahn* moved to adopt said ordinance approving a special use with the condition of installing a 6' privacy fence on the south line of Lot 14. Councilmember *Zimmerman* seconded the motion.

Roll Call Vote: Zimmerman – Yes, Applegate – Yes, Torske – Yes, Hahn – Yes, Blubaugh abstain  
Thereupon, said Ordinance was duly passed and the Ordinance was then duly numbered #765.

**AUTHORIZE PARTICIPATION IN SEDGWICK COUNTY RECYCLING PROGRAM**

Kyler Ludwig stated the Sedgwick County Department of Environmental Resources annually funds the “TreeCycle” program throughout the county. Cities throughout the county provide sites for residents to drop off pine trees between December 21 and January 21. The trees are chipped, and residents are welcome to pick up mulch at the disposal site. The City of Goddard does not currently provide a site for the County, but the county would be willing to enter into an agreement with the City to begin this program for Goddard residents.

**MOTION:** Councilmember *Torske* moved to authorize participation in the Sedgwick County Recycling Program. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

**UPDATE TO 2014-2015 STANDARD TRAFFIC ORDINANCE**

Kyler Ludwig stated the City approves the Standard Traffic Ordinance (STO) annually. The STO is put together by the League of Kansas Municipalities (LKM), and gives us consistent laws across municipal borders that are in line with Kansas State Statutes. The LKM notified the city of non-substantive mistakes that should be adopted.

Approval of the ordinance will allow the current ordinances to be upheld within a court of law. It is important that the City make these changes to protect itself legally.

**MOTION:** Councilmember *Hahn* moved to waive the reading of the Ordinance. Councilmember *Blubaugh* seconded the motion. The motion carried unanimously.

**MOTION:** Councilmember *Blubaugh* moved to adopt said ordinance. Councilmember *Zimmerman* seconded the motion.

Roll Call Vote:

Zimmerman – Yes, Applegate – Yes, Torske – Yes, Hahn – Yes, Blubaugh – Abstain

Thereupon, said Ordinance was duly passed and the Ordinance was then duly numbered #766.

## **RECEIVE AND FILE OCTOBER FINANCIAL REPORT**

Matt Lawn, City Treasurer presented the October Financial Report.

## **CITY ADMINISTRATORS REPORT**

Brian Silcott reviewed the following City Administrator's Report dated November 17, 2014:

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

Goddard Development & Growth: I hope to be able to announce the STAR Bond project's hotel flag later this week or early next. Last week I met with the master developer and several potential retailers for the site. Staff continues to work on attracting new business to our community. Additional residential neighborhood options for new construction is an issue that will increase commercial opportunities within the City.

Purchase Policy Update: A draft purchase policy update was to be presented for review and comment this evening but was tabled due to time constraints. This item will be presented for review and comment at the December 1<sup>st</sup> regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: Earlier this year the Community Strategic Plan was completed. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The action agenda is a set of potential programs for the implementation of the community plan, which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: I will follow-up later this week to schedule a workshop date to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: This item was rescheduled for the December 1<sup>st</sup> regular meeting. The ordinance would prohibit the use of tobacco and e-cigs in parks and public space, including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: The update is slated for approval by the Planning Commission at their December 11<sup>th</sup> regular meeting. The City Council will likely consider adoption at a January meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's January 8<sup>th</sup> regular meeting with the City Council considering the item in a March regular meeting.

Traffic Impact Study: The document has been distributed to several capable firms in the Wichita and Kansas City metro areas. An overview of dates is listed below:

Pre-Proposal Meeting	1pm CST December 1, 2014
Responses to Due from the City	4pm CST December 11, 2014
Proposals Due to the City	2pm CST December 22, 2014
Short List Presentations (if necessary)	December – January
Contract Negotiated with the City	December – January
Council Approval of the Qualified Vendor	December – January

Cleaning RFP: The RFP has been distributed to 20 potential contractors. The deadline submission is November 21<sup>st</sup> with a December 1<sup>st</sup> bid award. Several firms have already visited with the Assistant City Administrator for their bid submittals.

Springhill Lift Station: The lift station is not properly venting and needs to be repaired. The estimated cost is \$1400 to repair the ventilation system. Additionally, the primary lift pump has malfunctioned and has been temporarily repaired. It is not known how long this temporary repair will last. The sanitary sewer collection system has two back-up pumps, both of which are inoperable. The cost to repair the two back-up pumps is unknown at this time. Assistant City Administrator Kyler Ludwig will present a request to repair the back-up pumps at the December 1<sup>st</sup> regular meeting.

New Utility Bill Vendor: Water and Sewer customers should receive the a revamped utility bill on December 1<sup>st</sup>. The new look was approved on October 6<sup>th</sup> and will save utility customers \$2,700 annually. *Please see the attached bill for reference.*

Main Street Traffic Study & Golf Carts: The Director of Community Development Justin Givens has completed the traffic count for Main Street. His findings are attached to this report and will be discussed at the December 1<sup>st</sup> meeting. In addition to the Main Street traffic, discussion staff will also present a review of options for the use of golf carts on roadways.

Passing of Pedestrian & Bicycles: State law allows for a minimum passage distance of three feet. This distance is rarely observed and passage usually occurs with little to no reduction in speed. In an effort to promote a healthy and active lifestyle as well as to maintain the health and safety of residents and travelers within the greater Goddard community staff will present an ordinance that requires a full lane change when passing pedestrians, bicycles, and golf carts at the December 1<sup>st</sup> meeting. The ordinance will be presented for review and comment.

Park Board Appointments: Please submit the names of potential board members to Mayor Gregory or the City Administrator this week. Mayor Gregory would like to visit with potential board members before making a formal recommendation to the City Council for approval.

Christmas & Holiday Lights: The lighting ceremony is planned for Saturday, December 6<sup>th</sup> at 6pm on the Library lawn. The street light decorations have been installed. Staff will present a 2015 capital improvement request to increase and improve the number of lights.

### **Upcoming Events**

Municipal Court Arraignment Docket, November 25<sup>th</sup> at 7pm at City Hall.

**Thanksgiving Holiday, November 27<sup>th</sup> & 28<sup>th</sup>.** City Offices Will Be Closed. GPD and Public Works on-call personnel will be responding to calls.

Regular City Council Meeting, December 1<sup>st</sup> at 7pm at City Hall.

Holiday Celebration & Tree Lighting is December 6<sup>th</sup> at 6pm on the Library Lawn.

Library Board Meeting, December 8<sup>th</sup> at 7pm in the Library Commons.

Municipal Court Arraignment, December 9<sup>th</sup>, 7pm in the City Council Chambers.

Planning Commission Regular Meeting, December 11<sup>th</sup>, 7pm in the City Council Chambers.

Regular City Council Meeting, December 15<sup>th</sup>, 7pm in the City Council Chambers.

Respectfully Submitted,

*Brian*

Brian W. Silcott, City Administrator

Brian Silcott added that he, along with Chief Houston and Mayor Gregory met with a Citizen who is interested in hunting on City grounds and increasing the current hunting area to include the wastewater lagoons. Silcott said that Staff is not comfortable recommending the allowance of hunting on City property, especially the wastewater lagoons, due to the risks involved.

Brian Silcott announced that the Public Works Operations Manager and his wife had a baby boy.

### **GOVERNING BODY COMMENTS**

Councilmember Zimmerman said he noticed that the Christmas decorations are up but some of the bulbs are out. Silcott stated staff is in the process of repairing them.

Councilmember Blubaugh asked if staff could get pricing on televising City Council meetings.

Councilmember Blubaugh said he would like to look at new residential home incentives and incentives for apartment complexes.

Councilmember Blubaugh asked if the City was still paying for the trash container at the truck stop. Justin Givens confirmed that the City was still paying for the trash but said that the service could be terminated.

Councilmember Blubaugh said he would like to see a more detailed water bill.

Councilmember Torske congratulated Roy Jones on his 60 years of marriage.

### **ADJOURNMENT**

**MOTION:** Councilmember ***Torske*** moved to adjourn the regular meeting.  
Councilmember ***Hahn*** seconded the motion. The motion carried unanimously.

*Meeting adjourned at 8:40 p.m.*  
*Teri Laymon, City Clerk*